

City Clerk/Accountant

The City of Coldwater is seeking a motivated individual for the position of City Clerk/Accountant. Preferred candidate would have a minimum of an associate's degree in accounting; and/or minimum of 5 years accounting experience. Previous experience as a Certified Municipal Clerk and elections is a plus, but will train the right candidate.

Main job duties will include general bookkeeping, meeting minutes and official record keeper for the City. Candidate must possess excellent organizational, computer, written and verbal communications skills.

Interested candidates please submit resume by January 31st to Sue Rubley, Coldwater Board of Public Utilities, One Grand Street, Coldwater, MI 49036. Email: resume@muni.cbpu.com. No phone calls please. Equal opportunity employer.